

## ATTACHMENT C

### **GUIDELINES FOR PREPARATION OF PROPOSALS SUBMITTED FOR PROJECTS IN THE FLORIDA KEYS NATIONAL MARINE SANCTUARY**

**Fifteen copies** of each proposal must be provided. The original signed copy should be single sided, but the other nineteen copies can be double sided. All copies should be punched for inclusion in a standard three-ring binder. The entire proposal must be printed in 12 point type. The proposal narrative should not be longer than **10 pages**. Proposal content should be succinct, unambiguous, and descriptive. Proposals that do not meet these criteria may be returned unreviewed.

#### **I. Proposal Check-List, Applicant Agreement, and Proposal Cover Sheet**

Append the following forms, included as attachments, to the front of the proposal text: 1) the Proposal Submission Check-list (Attachment D); 2) the Applicant Agreement, appropriately signed and dated (Attachment E); and 3) the Proposal Cover Sheet (Attachment F) completely filled out and signed by the appropriate authorities.

#### **II. Project Summary (1 page maximum)**

A Project Summary (Attachment G) must be filled out by the respondent/principal investigator and inserted immediately behind the Proposal Cover Sheet.

#### **III. Proposal Narrative (10 pages maximum)**

##### **A. Introduction**

**1. Situation, Need, and Previous Efforts** - Discuss notable gaps in knowledge or capabilities, why the proposed project should be performed, review significant work by yourself or by others in the proposed area of interest (include reference citations).

**2. Objective(s)** - State what is to be studied, measured, observed, or developed, and the anticipated results. State hypotheses that the proposed special study is designed to test.

**3. Applications, Benefits, and Importance** - Describe how the anticipated results relate to the goals/objectives of the Florida Keys National Marine Sanctuary Science Plan, the expected benefits, and their utility.

##### **B. Methods and Approach**

**1. Description of Major Tasks** - Divide the proposed effort into a meaningful set of tasks that must be performed to accomplish the objective(s) and describe each task. State the tasks in the same

order as the hypotheses they are designed to test. Experimental design must be described with statistical tests, if applicable, for hypotheses proposed.

**2. Environmental Impact** - State and explain any possible impact that your project will have on the environment, including the type and duration of such changes. List in as much detail as possible the number of samples and species needed for your study. Document the need for sampling and objectively discuss potential impacts.

**3. Future Efforts** - If there are future efforts that should be performed in order for your project to be meaningful, or of major significance, please describe briefly the type, extent, and timing of those efforts. Is this a multi-year project? If possible, the individual parts (i.e., each year's effort) should stand alone.

### **C. Project Management**

**1. Administration** - Describe the administrative responsibilities and authority of the Principal Investigator.

**2. Roles/Assignments and Participation Time** - Describe the team composition (including names and affiliations of key individuals) and the assignments of team members to major tasks. Provide specific estimates of the time (in hours, days, etc., not percent) that each member will work on the project.

### **D. Support Requirements and Conditions**

**1. Cooperation From Other Organizations** - If a clearance or permit(s) from any government agency is required for execution of the project, please provide the name of the agency, the method of obtaining the clearance or permit, and the time required or state "none".

**2. Data or Facility Access** - If access is required to data or facilities held by another organization, please identify the data or facility, the nature and type of access required, the methods of obtaining such access, and the effect of being denied access or state "none".

### **E. Results and Deliverables**

Two types of reports are required from principal investigators.

**1. Quarterly Progress Reports** - The principal investigator shall provide quarterly progress reports to the Project Officer. These reports will consist of updates on progress toward work objectives, justification, approach, results to date, any problems encountered, actions taken to resolve problems, discussion of remaining tasks, and expenditures to date. Quarterly reports will be due within 45 days after the end of each quarter.

**2. Final Report** - Principal investigators shall prepare a draft final report summarizing the objectives, methods, approach, results, and significance of the study. The draft final report will be reviewed by the Project Officer and returned with comments. The principal investigator will address the comments and submit the final report with revisions. The final report will be due within six months of the completion of the project.

**3. Deliverable Items and Schedule** - Describe what items of data are to be delivered. State the format in which data will be presented. Provide a schedule for all deliverables.

Under a cooperative agreement with EPA and the FKNMS, the Florida Marine Research (FMRI) has developed a data management plan and data management system for the monitoring and research programs in the FKNMS. Each grant recipient for special studies will work with FMRI or the designated data management entity to be determined to define data entry formats and data QA/QC protocols, and resolve data management conventions and issues. All original and ancillary data produced under the Special Studies Program will be generated, processed, stored, and archived in a manner that provides detailed documentation of the procedures used at all stages of data collection, reduction, processing, analysis, and storage.

## **F. Literature Cited**

References used in the proposal narrative.

## **G. Budget Summary**

**1. General Information** – Partners in this request for proposals have secured approximately \$ \_\_\_\_\_ to fund the monitoring and data management projects in fiscal year 2005 and \$ \_\_\_\_\_ to fund the special studies projects in fiscal years 2005 and 2006. The Comprehensive Status and Trends Monitoring Program, the Data Management Project, and the Special Studies Program are viewed as long-term, and additional dollars may be available to support additional special projects in future fiscal years. Applicants with accepted proposals will be eligible to receive funds from sponsoring agencies via federal assistance agreements. Individual federal assistance agreements for the monitoring and data management projects will be based upon the actual scopes of work and the associated budgets for each project and the total can not exceed the project budget for monitoring and data management in effect for FY 2004. Individual federal assistance agreements for special studies projects should not exceed a total of \$100,000.

Specific budget information must be submitted in tabular form and summarized on Standard Form 424A. Standard Form 424A and “Instructions for the SF-424A will be mailed or faxed to the applicant upon request.

**2. Co-Funding** - The Steering Committee of the Water Quality Protection Program for the FKNMS has established a policy that there be a minimum of 5% non-federal contribution to the cost of this type project. A minimum of 50% non-federal match is required for research projects funded

by NOAA. Non-federal matching funds may be comprised of a variety of public and private sources and may include in-kind contributions and other non-cash support. For further guidance on the matching requirement, please refer to Section 6403(B)(1) of the Coral Conservation Act of 2000. If a proposal is to receive co-funding from a government agency or other source, please describe the extent of the commitment and provide the name and telephone number of the other entity's representative.

#### **H. Biographies and Qualifications**

Provide a brief biography for each team member that highlights education, experience, and publications related to the proposed project. Curriculum vitae must not exceed three pages each.

#### **I. Appendices (3 pages maximum)**

Short appendices, not to exceed three total pages, may be used to provide technical backup material to the text, details of computation, and other pertinent information. Techniques or methodologies, if critical to the successful completion of the research, should be discussed in detail within the proposal text (ten page limit). Do not attach copies of any journal articles or other proposals to your submittal.

**NOTE: Proposals that do not follow the required format may be returned unreviewed.**